

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 20, 2017

PERSONNEL LETTER #17-026
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: MERIT SALARY ADJUSTMENT (MSA) REPORTS

The Personnel/Payroll Services Division (PPSD) previously notified Human Resource Offices of the new process for releasing the monthly MSA Slips and Listing reports with Personnel Letter 17-016. On November 1, 2017, PPCSD will no longer print and mail these reports to the Human Resources offices. The reports will only be available on ViewDirect under the following Report IDs and names:

Report ID	Report Name
PD6300L	MSA List
PD6300S	MSA Slips

Please refer to Personnel Letter #17- 016 for additional information. This letter can be accessed via:
http://www.sco.ca.gov/Files-PPSD-Letters/2017_e17-016.pdf.

For inquires specific to personnel staff authorized to access ViewDirect, contact Muang Saechao at (916) 322-3055 or David Avila at (916) 322-3987.

DS:DS:ASB